
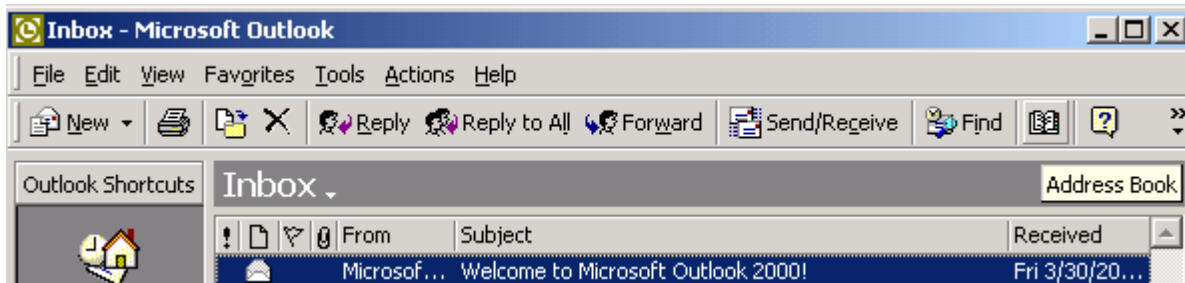

ADDRESS BOOK

ADD NEW CONTACT OR DISTRIBUTION LIST TO YOUR ADDRESS BOOK

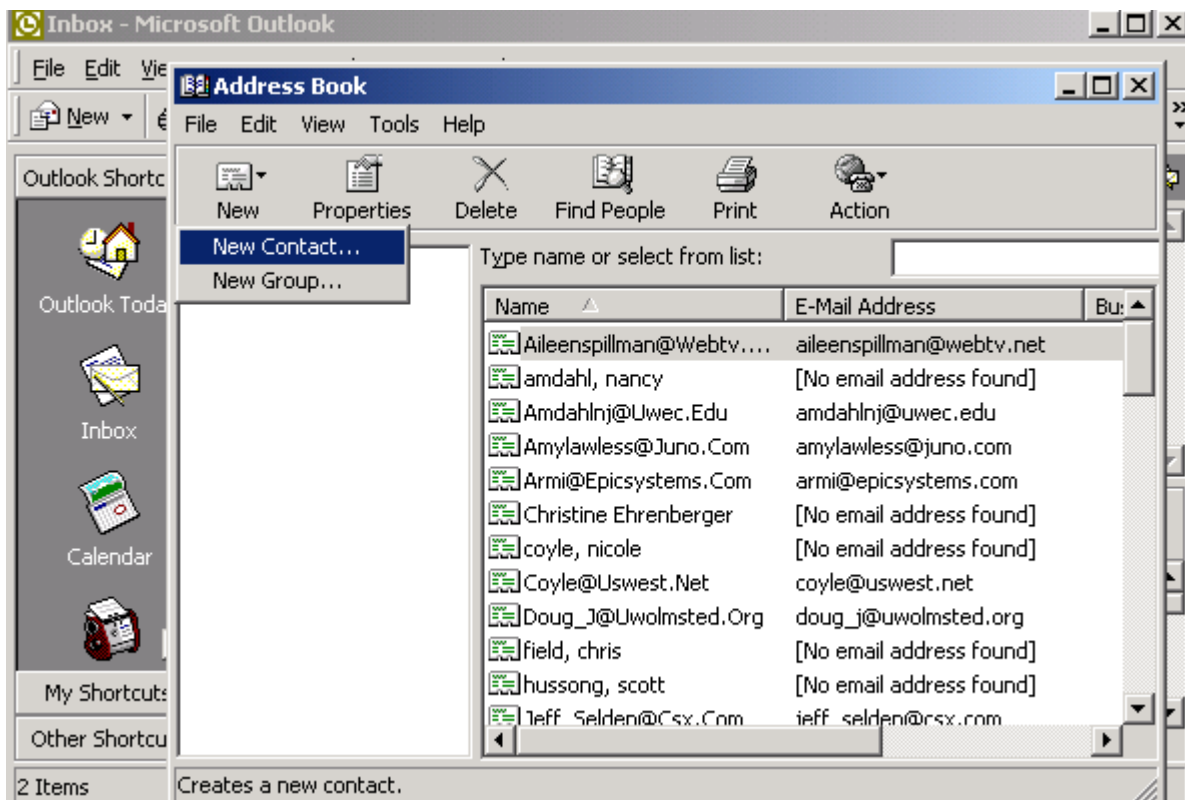
Open the address book by clicking on the address book icon from the Standard toolbar 

Or

Select ADDRESS BOOK from the TOOLS menu



Click the NEW ENTRY button on the ADDRESS BOOK toolbar
Select NEW CONTACT



NEW ENTRY - CONTACT

Choose the location you would like to place your contact. "PUT THIS ENTRY" "IN THE CONTACTS"

Select the entry type: NEW CONTACT

Select OK

New Entry

Select the entry type:

- New Contact
- New Distribution List

OK
Cancel
Help

Put this entry

☒ In the **Contacts**

☐ In this message only

CONTACT WINDOW

Fill in the appropriate information


Select SAVE AND CLOSE when finished


Marcy Larsen - Contact


File Edit View Insert Format Tools Actions Help



Save and Close

General Details Activities Certificates All Fields

 Full Name... Marcy Larsen
 Job title: MS PR representative
 Company: Microsoft
 File as: Larsen, Marcy

 Business
 Home
 Business Fax
 Mobile

 Address...
 Business
☐ This is the mailing address

 E-mail: marcy1@microsoft.com
 Web page address:

Contacts... Categories... Private ☐

NEW ENTRY – DISTRIBUTION LIST

Choose the location you would like to place your contact. "PUT THIS ENTRY" "IN THE CONTACTS"

Select the entry type: *NEW DISTRIBUTION LIST*

Select OK

New Entry [X]

Select the entry type:

- New Contact
- New Distribution List**

Put this entry

☒ In the

☐ In this message only

OK Cancel Help

DISTRIBUTION LIST WINDOW

Give the list a name in the "NAME" field

Choose **SELECT MEMBERS** to add members to the group OR **ADD NEW** to add members

MIS TEAM - Distribution List [Min] [Max] [Close]

File Edit View Insert Format Tools Actions Help

Save and Close [Icons]

Members Notes

Name:

Select Members... Add New... Remove Update Now

Name	E-mail
D' Arcy Kuchta	dkuchta@worksystems.org
Kelly Jain	kellyjain@worksystems.org
Kevin Lim	klim@worksystems.org
Marisa Roche	mroche@worksystems.org
Shawn Van Vleet	svanvleet@worksystems.org
Yoojin Kim	ykim@worksystems.org

Categories... Private ☐

SELECT MEMBERS

Select the members of the group

Click OK

